



UTILITY DISCOUNT PROGRAM

Housing Partnership Program Overview

www.seattle.gov/light/discount

What is Seattle City Light's Utility Discount Program?



UTILITY DISCOUNT PROGRAM (UDP)

Bill discount for income-eligible households

The Utility Discount Program (UDP) provides a 60% discount on Seattle City Light electric bills and if the customer has a Seattle Public Utilities account, they will save 50% on their water and garbage.

City Light also provides free home energy visits to those on the program to help save energy *and* money.



What is the Housing Partnership Program?



HOUSING PARTNERSHIP PROGRAM

Making enrollment easier

Seattle City Light partners with local nonprofit affordable housing providers to help tenants register for UDP using a simplified application called the Verification/Review Application (VRA)

- New tenants at the time they qualify for their home
- Existing tenants who are not yet enrolled in the Utility Discount Program

City of Seattle
Utility Discount Program Affordable Housing/Seattle City Light
Verification/Review and Application (VRA)
Eligibility for the program is retroactive from the date the application is received.
Applications are processed in the order they are received.
DOCUMENTATION TO BE SENT TO UTILITY DISCOUNT PROGRAM

1. IDENTIFICATION Please provide ID information for each adult 18 years+, who is a household member. Please provide information from ONE of the following for each adult over 18: State Driver's License, State ID Card, Passport or Permanent Residence Card.

Type of ID and State or Country	Name	ID Number
Type of ID and State or Country	Name	ID Number
Type of ID and State or Country	Name	ID Number

Note: This application and supporting documentation are only used to review eligibility for additional City benefits and will NOT be shared with U.S. Citizenship and Immigration Services (USCIS) or other government agencies.
If more than three, please list on separate sheet.

2. HOME PROVIDER VERIFICATION Please sign below and either fax or email this form to Utility Discount Program (addresses below).

AFFORDABLE HOUSING PROVIDER VERIFICATION

Name of Housing Provider Organization	Building Name
Building Street Address	Appt
Building Provider Email Name	City
	Zip
	Contact Phone
	Email

HOUSING PARTNERSHIP PROGRAM

How it works

1. Housing Provider and City Light sign Memorandum of Agreement (MoA)
2. Property Manager provides UDP Verification/application form (VRA) to tenant
3. Housing Provider sends VRA to City Light
4. City Light will approve and register the tenant on the Utility Discount program. 60% discount will reflect in the next bill under “Winter Rate Assistance” or “Summer Rate Assistance” as shown.



DETAILED BILLING INFORMATION					
Electric Service					
Service From	Service Through	Previous Reading	Current Reading	KWh Multiplier	KWh Usage
Dec 1, 2012	Feb 14, 2013	31501.00	33115.00	1	1614.00
Meter Number: 246985					
Service Category: KWHC					
Base service charge					1.01
Winter Rate Assistance		272.00	KWH x \$0.0216 per KWH		5.88
Winter Rate Assistance		170.55	KWH x \$0.0382 per KWH		6.51
Base service charge					2.82
Winter Rate Assistance		720.00	KWH x \$0.0206 per KWH		14.83
Winter Rate Assistance		451.45	KWH x \$0.0401 per KWH		18.10
Current Electric Service:					49.15

Note: SCL conducts periodic audits of records

HOUSING PARTNERSHIP PROGRAM

Verification Review Application (VRA)

This form is appropriate whenever there is third party verification for eligible tenants.

- When new residents are leasing a space.
- For existing residents who are not currently on the Utility Discount Program.

Please download the VRA from our website to make sure you are using the most current version.

City of Seattle
Affordable Housing/Seattle City Light
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1. IDENTIFICATION Please provide ID information for each adult 18 years*, who is a household member. Please provide information from ONE of the following for each adult over 18: State Driver's License, State ID Card, Passport or Permanent Residence Card.

Type of ID and State or Country Name ID Number
Type of ID and State or Country Name ID Number
Type of ID and State or Country Name ID Number
*Under 18, please provide age and date of birth.

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2. HOME PROVIDER VERIFICATION Please sign below and either fax or email this form to Utility Discount Program (addresses below).

AFFORDABLE HOUSING PROVIDER VERIFICATION

Name of Housing Provider Organization Building Name
Building Street Address Building Date
Housing Provider Staff Name Apt City Zip
Contact Phone Email

What is the VRA Process?



VRA PROCESS

What is needed

1. Applicant's Identification
2. Housing Provider Verification
3. Tenant Income Information & Signature

VRA PROCESS

What is needed

1. Applicant's Identification – State Driver's License, State ID, Passport, or Permanent Residence Card.

	City of Seattle Affordable Housing/Seattle City Light Utility Discount Program Verification Review and Application (VRA) <i>Eligibility for the program is retroactive from the date the application is received.</i> <i>Applications are processed in the order they are received.</i>	
DOCUMENTATION TO BE SENT TO UTILITY DISCOUNT PROGRAM		

Fill out type, name, and ID number for EACH resident of the household here.

1. IDENTIFICATION	Please provide ID information for each adult 18 years+, who is a household member . Valid ID includes one of the following: State Driver's License, State ID Card, Passport or Permanent Residence Card
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Type of ID and State or Country	Name	ID Number
Type of ID and State or Country	Name	ID Number
Type of ID and State or Country	Name	ID Number

If more than three, please list on separate page.

*Note: This application and supporting documentation are only used to review eligibility for additional City benefits and will **NOT be shared** with U.S. Citizenship and Immigration Services (USCIS) or other government agencies.*

VRA PROCESS

What is needed

2. Housing Provider Verification – Certifying the applicant meets income criteria

Name and
contact for the
housing
provider goes
here

AFFORDABLE HOUSING PROVIDER VERIFICATION			
Name of Housing Provider Organization		Building Name	
Building Street Address	Apt#	City	Zip
Housing Provider Staff Name:	Contact Phone	Email	

Remember to sign
here to verify that
the income
documentation for
the tenant is
accurate.

HOUSING PROVIDER SIGNATURE	
<i>As an authorized agent of the above noted Affordable Housing Provider, I certify that the information provided herein is accurate. I have reviewed the applicant's income information and verify that it meets the criteria provided by Seattle City Light related to participation in the Utility Discount Program.</i>	
Housing Provider Staff Signature:	Date:

VRA PROCESS

What is needed

3a. Tenant income information/signature – Applicant's contact information

Seattle City
Light account
holder must
be listed
here

Address
where the
Seattle City
Light electric
service is

RESIDENT APPLICATION

Primary Name on Seattle City Light Bill	Last	First	Middle	
Physical Address:	Street	Apt#	City	Zip
Mailing Address:	Street	Apt#	City	Zip
Phone and E-Mail	Primary Phone	Message Phone	Email	

VRA PROCESS

What is needed

3b. Tenant income information/signature – Housing info

We require the gross monthly income totals and sources of income.

HOUSING INFORMATION			Household members include everyone living in the home, regardless of age.		
Name (Last, First)	DOB (mm-d- yyyy)	Sex	Relationship to Applicant/ Self*	Gross Month- ly Income	Income Source (Employer Name, Soc. Security, TANF, etc.)
		M F	Applicant/Self	\$ _____ / mo	
		M F		\$ _____ / mo	
		M F		\$ _____ / mo	
		M F		\$ _____ / mo	

Every person residing in the home must be listed

Monthly Rental Payment info is required

*Spouse, Domestic partner, Adult – other, Child, Foster child/adult, Grandchild, Child-other, Applicant parent, Spouse parent

Total # in household: _____ (If more than 6, list other household members on a separate page.) Monthly Rental Payment: \$ _____

Move in Date: _____

Total GROSS Household Income: _____

VRA PROCESS

What is needed

3c. Tenant income information/signature – Housing info

NOTE: Federally subsidized housing does not qualify for the UDP.

If rent is Subsidized:	<input type="checkbox"/> Section 8/Scattered site/Shelter plus care <input type="checkbox"/> Senior <input type="checkbox"/> BOND <input type="checkbox"/> HUD <input type="checkbox"/> Seattle Housing Authority <input type="checkbox"/> King County Housing Authority <input type="checkbox"/> Other: ____
How home is heated:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Portable <input type="checkbox"/> Other: ____

At this time, Section 8
and Shelter Plus care
do not qualify for the
program

VRA PROCESS

What is needed

3d. Tenant income information/signature – Signature

City Light staff can visit and provide energy saving tips

- **Home Energy Visits** Seattle City Light will provide free home energy visits to help conserve energy for even more savings. Are you interested in scheduling a free home energy visit? ☐Yes ☐No

OPTIONAL INFORMATION

How do you identify yourself?: ☐American Indian, Alaska Native ☐Asian American, Asian ☐Black, African American, African ☐Hispanic, Latino ☐Hawaiian Native, Pacific Islander ☐White, Caucasian ☐Multi Racial ☐I prefer not to answer

What is your primary language: _____

APPLICANT SIGNATURE

I authorize the City to use these materials to enroll me in assistance programs for which I am eligible. I am aware that my information is subject to review and verification and that other documentation may be required. I grant permission to release information to, or from, the Seattle Housing Authority, Sec 8 HUD, King County Housing Authority, tenant agencies, or their delegated agents; this may result in receipt or denial of City benefits. Submitting this information does not guarantee eligibility or enrollment in any programs. I certify that the information I provided is accurate and that I may be subject to criminal prosecution if I have knowingly given false or misleading information. I understand that if I receive assistance and have not truly disclosed all information I will be terminated from the program(s). The City may recover the actual cost(s) for the periods I was not eligible. I will notify the City of Seattle if my income or living situation changes.

Applicant Signature (must be primary City Light account holder):

Date:

Signature must be the Seattle City Light account holder

VRA PROCESS

After the form is filled out

Housing partner may fax, scan and email, or mail to Seattle City Light.

Fax: (206) 287-5368

Email: SCL_RateAssistance@seattle.gov

Address: Seattle City Light Utility Discount Program
PO Box 34023
Seattle, WA 98124-4023

Thank you to our
current Housing
Partnership
Program
partners!

HOUSING PARTNERSHIP PROGRAM PARTNERS

Thank you!

- Artspace
- Bellwether Housing
- Catholic Housing Services
- Capitol Hill Housing
- Compass Housing Alliance
- King County Housing Authority
- Low Income Housing Institute
- SouthEast Effective Development
- YWCA
- Plymouth Housing
- Solid Ground
- Wellspring Family Services



Questions?

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